

ATSB COVID-19 – Hearing and Filing Information Sheet (as at March 19, 2020)

Effective March 23, 2020, and until further notice, all Alberta Transportation Safety Board (Board) hearings will be by **telephone or video** link. There will be **no** in-person hearings.

1. Administrative Licence Suspensions & Appeals from Registrar’s Decisions

For Booked In-Person Hearings

- If your hearing is already scheduled for an in-person hearing, the Board will contact you to confirm your hearing date and to ascertain whether you wish to proceed via telephone or video-conferencing. **Please note:**
 - If there are witnesses for your in-person appeal, the appeal will only be heard via video-conference.
 - Where there are no witnesses, the appeal may be heard by either telephone or by video-conference.
- If you wish to adjourn your in-person hearing to a later date. The Board will record your hearing information on a list, and when the Board is in a position to reconvene in-person hearings, we will contact you to reschedule the appeal. Given that you have an assigned hearing date, you will be given priority when rescheduling your appeal.
- If you wish to change your in-person hearing to a written appeal, you can do so; however, as per the standard procedure, no refund in the application fee will be provided.

For In-Person Hearings Not Yet Scheduled

- The current procedures will continue to be used; however, you will be asked to make a selection on whether you wish to proceed via telephone or video-conferencing. You can change your selected option later if circumstances change (i.e.: you no longer have witnesses appearing).

For In-Writing Appeals

- Written appeals will continue to be heard by the Board, as per established procedures.

2. Driver Conduct Reviews, Vehicle Seizures, and other Appeals

For Booked In-Person Hearings:

- Your hearing will be by **telephone**. There is not option for video conference.

- If your hearing is already scheduled, the Board will contact you to confirm your hearing date and to obtain your email and phone number.
 - At the time of the hearing, the Board will call you on the phone number you provided.
 - The Board may be slightly delayed in calling you, as the hearings before yours may have gone over time. Please be patient and rest assured that the Board will be calling you as soon as possible. If you have any questions, please call us at (780) 427-7178 (ext. 6).
- If you wish to adjourn your in-person hearing to a later date, the Board will do its best to accommodate your request. At this stage, it is unknown when in-person appeals might resume.

For In-Person Hearings Not Yet Scheduled:

- The current procedures will continue to be used, however, until further notice, all newly scheduled hearings will be conducted by telephone.

For In-Writing Appeals:

- The current procedures will continue to be used

3. Document Filing and Inquiries

Documents can be filed in-person, via fax, or by email, as per established procedures. To minimize public contact, and to ensure social distancing, please consider filing by email at: atsb@gov.ab.ca, or by fax at 780-422.9739.

4. Police Disclosure

Effective March 20, 2020, police bodies will have 45 calendar days to provide requested police disclosure to the Board.

5. Further Changes

Changes in procedure will be posted on our [website](#) as they are made. Thus, we would recommend that you monitor the website for further updates.

Thank you for your understanding and continued patience as we develop procedures to help ensure that we are both following the recommendations of Alberta Health Services and doing our part to protect all Albertans.